



DEPARTMENT OF THE ARMY
HEADQUARTERS, 69TH AIR DEFENSE ARTILLERY BRIGADE
CMR 408
APO AE 09182

AETV-GW-CO

28 July 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 69th ADA Brigade Command Policy Letter 3, Equal Opportunity Program Assessment

1. For the 69th ADA Brigade Equal Opportunity (EO) Program to be successful, commanders must conduct unit assessments and EO training IAW procedures outlined in AR 600-20, Chapter 6.
2. Commanders will brief the following EO training events during the unit's QTB:
 - a. Equal Opportunity/Consideration of Others training conducted and planned next quarter.
 - b. Equal Opportunity Command Climate Surveys/EOCAS Surveys.
 - c. Ethnic Observance functions conducted and planned for the Fiscal year.
4. The following are tools commanders can use to assess their unit EO program:
 - a. Surveys:
 - (1) Equal Opportunity Climate Assessment Survey (EOCAS)
 - (2) Command Climate Survey
 - (3) Military Equal Opportunity Climate Survey (MEOCS)
 - (4) Unit Climate Profile (UCP)
 - (5) Leadership Climate Profile (LCP)
 - b. Observations, discussions, and sensing sessions/focus groups
 - c. Quarterly Reports, i.e. Awards, UCMJ, Promotions
 - d. 69th ADA Brigade Affirmative Action Plan
5. Commanders are encouraged to use their Equal Opportunity Team to the fullest.
6. A copy of this letter will be posted on all unit bulletin boards.
7. **"TEAM OF WINNERS!"**

R. KIRK LAWRENCE
COL, AD
Commanding

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